

RECRUITER



CONVERSION



PROGRAM

Recruiter Name: _____

Program Start: _____

1SG Initiating Program: _____

Recruiter Signature and Date: _____

1SG Signature and Date: _____

Immediate Trainer: _____

Immediate Trainer Signature: _____

Phase I Training Due: _____

Phase I Training Completed: _____

Phase II Mentorship Due: _____

Phase II Mentorship Completed: _____

Phase III Training Due: _____

Phase III Training Completed: _____

Date Submitted for Conversion: _____

Rctg Bn SGM Signature: _____

Training

Recruiter Conversion Program

This UPDATE printing publishes a new pamphlet.

For the Commander:

RICHARD L. TETERS, JR.
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

Summary. This pamphlet provides an overview of the duties and responsibilities for recruiters requesting conversion to MOS 79R (recruiter).

Applicability. This pamphlet is applicable to all recruiters within the United States Army Recruiting Command requesting conversion to MOS 79R (recruiter).

Impact on New Manning System. This pamphlet does not contain information that affects the New Manning System.

Suggested improvements. The proponent agency of this pamphlet is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended

Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-T), Fort Knox, KY 40121-2726.

Distribution. Distribution of this pamphlet has been made in accordance with USAREC Pam 25-30, distribution special. Special equals: 10-each recruiting battalion, 5-each recruiting brigade, and 50-Headquarters, United States Army Recruiting Command.

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Glossary

1. Purpose

a. This pamphlet provides an overview of the duties and responsibilities for recruiters requesting conversion to military occupational specialty (MOS) 79R (recruiter). By using this pamphlet, recruiters will become acquainted with the daily duties, forms, and procedures commonly used by leaders at recruiting station (RS) level. This pamphlet will also assist soldiers in determining a long-term view of what is entailed and expected of the 79R leader. A list of tasks by which they will be briefed, demonstrated, trained, and/or familiarized is at appendix B. Supervisors will use this pamphlet in accordance with the instructions provided.

b. We should now define the type of soldier we, as senior noncommissioned officers (NCO), wish to convert to MOS 79R. We must look past our immediate needs and determine if the soldier has the leadership potential to serve later as a first sergeant (1SG) or sergeant major (SGM)

within this organization. We owe this to the soldier as well as to the command. We must make certain these soldiers possess the demonstrated abilities to make a contribution to this command's success by leading, training, and managing soldiers. We, as leaders, must make the hard call and send back those soldiers who do not display the necessary qualities needed to lead soldiers into the 21st century. Keep in mind, this program is only intended to be a "piece of the puzzle" in developing a successful cadre recruiter.

c. The identification and enrollment of only those soldiers with the demonstrated leadership potential and a sincere commitment to the United States Army Recruiting Command (USAREC) mission will always be the key ingredient in the 79R conversion process.

2. References

For required and related publications and blank forms see appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

4. Policies

NCO who have completed the Army Recruiter Course and who have passed through the Recruiter Program are recruiters. The Recruiter Conversion Program (RCP) will provide the recruiter requesting conversion to MOS 79R with an overview of the duties and responsibilities required to perform as a 79R leader. This is not a pass or fail program, but a familiarization process for recruiters. Candidates for conversion are

selected by their 1SG or SGM. Upon completion the command will determine two facts: What training needs must the command provide the soldier and what training needs must the soldier seek for self-improvement.

a. The 1SG will counsel all detailed recruiters at their 18th month regarding the possibility of conversion to MOS 79R.

b. The RCP is mandatory for all recruiters who desire conversion to MOS 79R. This also applies to recruiters returning to USAREC after an absence of 1 year or more, regardless of experience, prior to assumption of a leadership position.

c. This program is conducted by the NCO within their organization, and the recruiting battalion (Rctg Bn) SGM has overall responsibility. The SGM can modify the program to fit the unit's needs. The intent of the program is to provide training. All leaders must ensure that the soldier requesting conversion is trained and can perform recruiting duties to standard as a 79R, prior to accepting the soldier's request for conversion.

d. A soldier may be identified and enrolled at the earliest opportunity, but no earlier than the 18th month of the initial detail period. The program will begin immediately after the Rctg Bn SGM has accepted the soldier into the program. It must be noted that the intent of the program is for the soldier to complete the program prior to conversion; however, the Rctg Bn SGM will determine when the soldier converts. Regardless of when the soldier is awarded MOS 79R, he or she should still complete the program.

e. If the soldier does not complete the program prior to the 30th month, he or she may be alerted by their branch for reassignment. The

Rctg Bn SGM has the option of allowing the soldier to extend the detail period for up to 1 year. An extension of 1 year may also be recommended by the SGM to allow the soldier the opportunity to better understand the impact of the decision they are about to make. Special care must be taken to ensure that the decision to convert was made before the soldier receives an alert notification to return to his or her MOS.

f. Once the soldier has completed the program as outlined in this pamphlet, the soldier must be scheduled for and attend the Army Recruiting Management Course.

5. Responsibilities

a. Recruiters. It is the recruiter's responsibility to sustain and master the necessary skills needed to perform his or her duties. Whether serving in a detailed or cadre position, it is vital that the individual ensure he or she receives quality training.

b. RS commanders.

(1) The RS commander will conduct and annotate training once he or she has been identified as the immediate trainer, but only after initiation of the program. All training will be annotated at appendix B in the appropriate sections. The RS commander will utilize, whenever possible, hands-on performance-oriented training. This will give the recruiter realistic experience of the duties to be performed and will enhance the recruiter's skill level. Keep in mind, this is a familiarization program.

(2) There will be cases where the immediate RS commander may not be the immediate trainer (i.e., RS commander not experienced or serving as an RS commander during his or her detail period). This does not restrict that RS commander from participating in the training program. Prior and proper notification must be coordinated between those involved: The 1SG, immediate RS commander, and immediate trainer. This allows the opportunity for cross-fertilization.

c. 1SG.

(1) The 1SG will initiate the program and is responsible for the conduct of the program. Program initiation will commence once approval has been given by the Rctg Bn SGM. The 1SG will monitor, observe, and constantly participate in the continuous training of the recruiter. The 1SG will review all training provided and will annotate all training he or she provides. This will allow the 1SG to detect and correct any issues of uncertainty on training provided by other trainers. The 1SG must continually provide leadership, training, motivation, and management throughout the duration of the program.

(2) Upon successful completion of the program, the soldier will be counseled to make certain that he or she in fact still desires conversion to MOS 79R. The 1SG will then make a recommendation to the Rctg Bn SGM if the soldier should or should not be submitted for conversion to MOS 79R. This must take place prior to the 30th month of the soldier's detail period. The request for conversion will include recommendations from the soldier's RS commander,

the immediate trainer if different from the RS commander, the 1SG, and the senior trainer (ST) assigned to monitor the soldier's program. Soldiers who do not desire conversion, or who do not successfully complete the provisions of this program, will be counseled and identified for reassignment (see fig 1 for RCP flow chart).

(3) A reassignment request will be submitted no later than the 30th month of the soldier's detail period. All requests will be submitted in accordance with AR 601-1, chapter 4.

d. Master trainers (MT) and ST. MT and ST will participate in the program. They will maintain a tracking system for the conduct of the program for the Rctg Bn SGM. An ST will be assigned to each soldier enrolled in the program. The ST assigned to monitor the soldier's program will ensure that time lines are maintained and that training is scheduled and completed. The Rctg Bn training section will be responsible for the administration and scheduling of the entire program.

e. Rctg Bn SGM. The Rctg Bn SGM is responsible for all recruiters enrolled in this program. The SGM is the approval authority for program enrollment. It will also be at the discretion of the Rctg Bn SGM to determine when the soldier is sufficiently trained to allow conversion. He or she must ensure that every soldier enrolled is provided the proper training and guidance throughout the entire program. The Rctg Bn SGM can supplement the training with tasks that he or she feels is important within their organization. The Rctg Bn SGM will review all correspondence and recommendations pertinent to this program.

6. Procedures

The RCP is designed to familiarize and orient the recruiter on RS commander mission-essential tasks.

a. The program will be conducted in three phases over a period of 6 months (see fig 2 for RCP matrix). The training will proceed and conclude at the pace of the recruiter's comprehension. Phase I is training to be conducted by the immediate trainer and/or 1SG. All 79R recruiters within the Rctg Bn (to include United States Army Reserve (USAR)) are considered mentors and can be called upon to assist with the training. It is optional that the recruiters be afforded the opportunity to work with RS commanders other than their immediate RS commander. This permits the recruiters to see and experience how other leaders perform the duties of MOS 79R, thus allowing the opportunity for cross-fertilization.

(1) Phase I. Phase I is to be conducted over the initial 5 months of the program. Training can be conducted by the immediate trainer, RS commanders, MT or ST, and the recruiting company (Rctg Co) 1SG. All training should be scheduled or planned in advance to allow both the soldier being trained and the trainer the opportunity to prepare and adjust other duties. It will be the function of the ST assigned to the soldier to ensure that the training is scheduled and progresses in accordance with established time

lines. Whenever the recruiter is absent outside of the organization, the program will be suspended until the recruiter returns; then the program will continue from where it was previously suspended. There are several copies of Phase I (Reports and Records) in appendix B, which are to be utilized by having the recruiter help gather and complete the monthly reports, and observe and assist the RS commander during the conduct of performance review.

(2) Phase II. Phase II is the training and mentoring conducted by the 1SG. This phase of training can begin as early as the 1SG deems appropriate. However, the mentoring between the 1SG and the recruiter must be completed prior to the end of the 5th month.

(3) Phase III. Phase III is training conducted by the Rctg Bn and will begin at the conclusion of Phase II. Most of the tasks during this phase will be trained by the appropriate sections throughout the Rctg Bn staff. Care should be taken to ensure that the soldier is not just briefed, but actually trained on the procedures that these particular sections have to perform in order to provide support to the field. The ST should also schedule this training to minimize the interruptions to both the recruiter and the particular staff sections.

b. The immediate trainer will brief the recruiter on the specific conduct of the program within the RS. He or she will coordinate, conduct, and annotate training throughout the duration of Phase I. The immediate trainer will make every effort to ensure that quality "live fire" training is provided. The immediate trainer may request assistance from other RS commanders, Rctg Bn trainers, and the 1SG at any time it is deemed necessary.

c. The Rctg Co 1SG will initiate the program after coordination and approval from the Rctg Bn SGM. The 1SG will then designate one RS commander within his or her Rctg Co as the recruiter's immediate trainer. The 1SG will incorporate in this pamphlet the 18-month counseling on professional development (conversion to MOS 79R). Although not required, it is highly recommended that soldiers also be counseled at the 24th and 30th month points of their detail period. At the conclusion of the program the 1SG will counsel the soldier on conversion to MOS 79R and assumption of a leadership position, then make a recommendation to the Rctg Bn SGM on the soldier's potential.

d. All cases of shifting of responsibilities normally belonging to the immediate trainer must be approved by the 1SG.

e. All training conducted will be annotated in the appropriate sections at appendix B. Annotations should specify how training was conducted (i.e., briefed, demonstrated, explained, coached, observed, familiarized, or performed). Additional spaces are provided for any task trainers deem necessary.

f. The recruiter will maintain this pamphlet in his or her possession throughout the duration of the program. This will allow the recruiter to review past and future tasks, and will promote self-study.

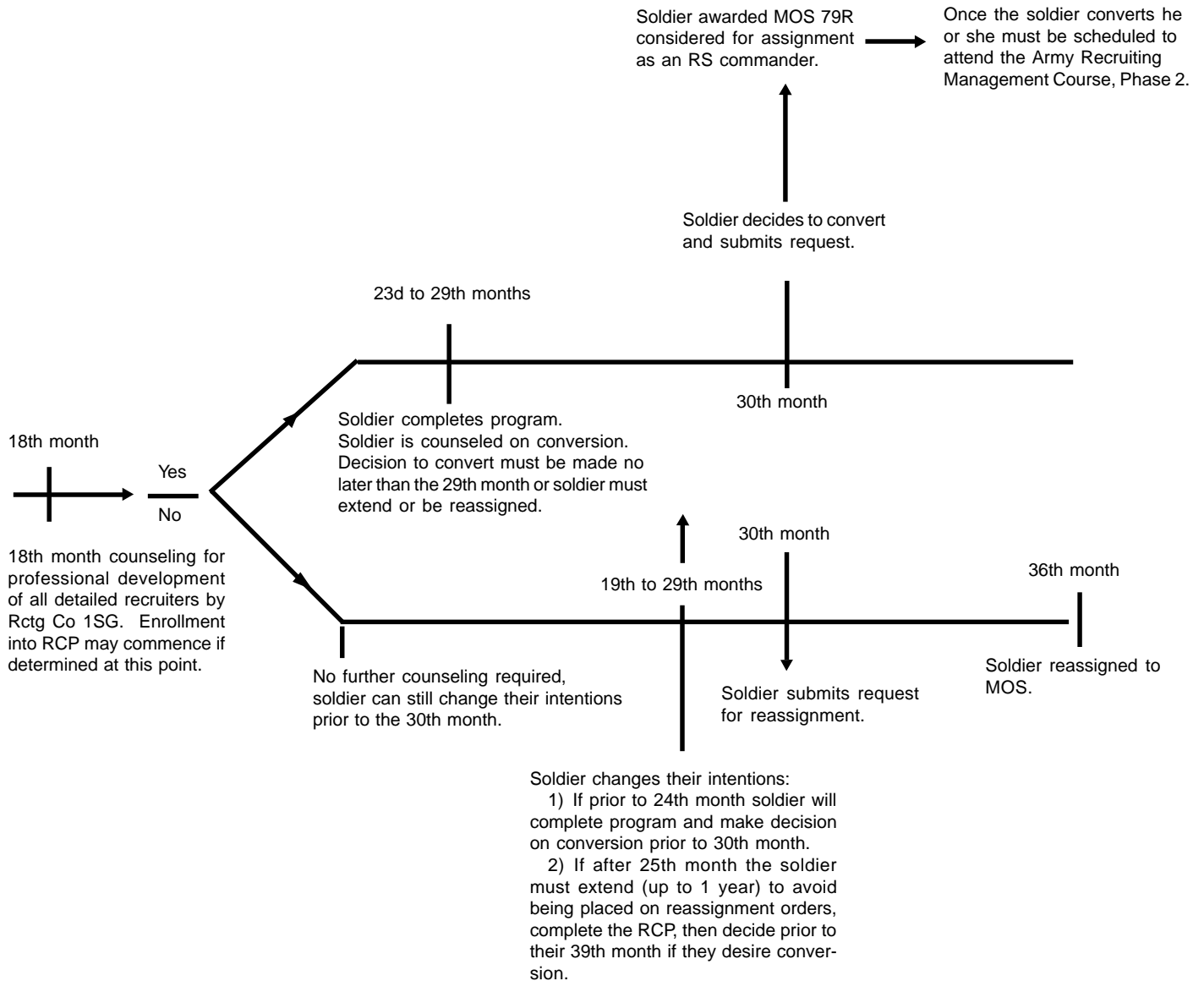
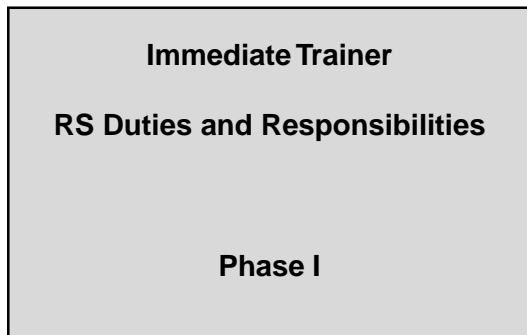
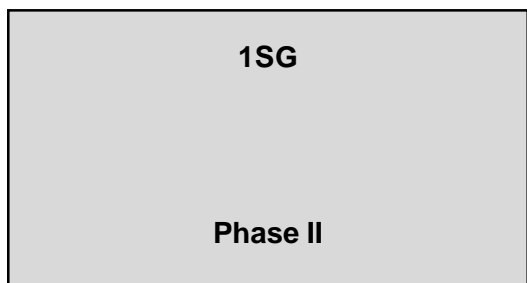


Figure 1. RCP flow chart



Phase I - Immediate trainer. During this phase, the recruiter will be trained weekly in areas of Goal Setting, Prospecting, Product Knowledge, Training, RS Administration, Production, and Reports and Records. It is important that the recruiter participate and observe the immediate trainer gather and complete all end-of-month reports during the initial month of this phase, for the recruiter will gather and complete the monthly reports during the upcoming 4 months of the program.



Phase II - 1SG mentorship. During this phase the 1SG will train the recruiter in the following areas: Noncommissioned Officer Evaluation Report (NCO-ER) Counseling, Leadership, Training, Awards, RS Inspections, Briefings, Afteraction Reviews, and Mentorship. The 1SG will reinforce any areas he or she deems necessary.



Phase III - The Rctg Bn staff. The Rctg Bn staff will train the individual on Rctg Bn operational functions during Phase III. These areas will include: Waivers Processing, Awards Programs, Training Programs, Operations, Guidance Counselor Operations, Enlisted Personnel Management, Advertising and Public Affairs, and Rctg Bn Supply Operations.

NOTE: Time lines should be adjusted for school attendance.

Figure 2. RCP matrix

Appendix A References

Section I Related Publications

AR 135-7

Incentive Programs.

AR 140-1

Army Reserve Mission, Organization, and Training.

AR 140-10

Assignments, Attachments, Details, and Transfers.

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command.

AR 601-210

Regular Army and Army Reserve Enlistment Program.

AR 623-205

Enlisted Evaluation Reporting System.

FM 21-20

Physical Fitness Training.

USAREC Manual 100-5

Recruiting.

USAREC Reg 1-18

Management of Centers of Influence Events.

USAREC Reg 25-11

CC:Mail Management Program.

USAREC Reg 56-1

Management of Government-Owned Vehicles.

USAREC Reg 140-3

Request for Reserve Unit Assignment of Individual Ready Reserve Members.

USAREC Reg 350-4

Training Program.

USAREC Reg 350-7

Recruiting Station Production Management System.

USAREC Reg 350-8

Military and Civilian Personnel Training and Development.

USAREC Reg 350-9

Recruiting Company Production Management System.

USAREC/FORSCOM Reg 601-67

Unit Referral System.

USAREC/USARC Reg 601-72

United States Army Reserve Recruiting Active

Duty for Special Work Program.

USAREC Reg 601-95

Delayed Entry Program and Delayed Training Program.

USAREC Reg 672-10

Recruiting Incentive Awards.

USAREC Pam 350-2

Recruiter Handbook.

USAREC Pam 350-4

Joint Optical Information Network User's Manual.

USAREC Pam 608-3

Guide for Quality of Life Programs.

Section II

Related Forms

USAREC Fm 533

Processing List (RA).

USAREC Fm 533-B

Processing List (USAR).

USAREC Fm 584

Motor Vehicle Utilization and Domicile-to-Duty Record.

USAREC Fm 611

DEP/DTP Tracking Log.

USAREC Fm 635

Mission Box Plan (RA).

USAREC Fm 635-A

Mission Box Plan (USAR).

USAREC Fm 635-B

Conversion Data Chart (RA).

USAREC Fm 635-B-1

Conversion Data Chart (USAR).

USAREC Fm 636

School Data Sheet (RA and USAR).

USAREC Fm 762

Lead Source Analysis Sheet.

USAREC Fm 816

Recruiting Station Assets Form.

**Appendix B
Tasks**

Phase I (Goal Setting)

1. Quality of life issues:

USAREC Pam 608-3

Date: _____

Trainer: _____

2. Continuing civilian education:

USAREC Reg 350-8

Date: _____

Trainer: _____

3. How to develop a wellness program (Army Physical Fitness Test):

FM 21-20

Date: _____

Trainer: _____

4. Understanding team building techniques:

1SG

Date: _____

Trainer: _____

5. Performance counseling and NCO-ER counseling:

USAREC Reg 350-7

Date: _____

Trainer: _____

6. Develop standing operating procedures at the RS level:

1SG

Date: _____

Trainer: _____

7.

Date: _____

Trainer: _____

8.

Date: _____

Trainer: _____

Phase I (Training)

1. Recruiter Program (USAREC Pam 350-2):

USAREC Reg 350-4 and USAREC Pam 350-2

Date: _____

Trainer: _____

2. Individual Sustainment Task Program (how to schedule and assess):

USAREC Reg 350-4

Date: _____

Trainer: _____

3. Individual Training Plan Program (how to plan and conduct):

USAREC Reg 350-4

Date: _____

Trainer: _____

4. RS Training Program:

USAREC Reg 350-4

Date: _____

Trainer: _____

5. How to conduct training:

USAREC Reg 350-4

Date: _____

Trainer: _____

6.

Date: _____

Trainer: _____

7.

Date: _____

Trainer: _____

8.

Date: _____

Trainer: _____

Phase I (Product Knowledge - USAR)

1. Alternate Training Programs: USAREC Reg 601-95, AR 601-210, and AR 140-1

Date: _____ Trainer: _____

2. Individual Ready Reserve transfers: USAREC Reg 140-3 and AR 140-10

Date: _____ Trainer: _____

3. Consolidated Leads List and Vacancy Potential Transcripts: AR 140-10

Date: _____ Trainer: _____

4. Reserve Officers' Training Corps and Simultaneous Membership Programs: AR 601-210

Date: _____ Trainer: _____

5. Active Duty for Special Work Program: USAREC Reg 350-7 and USAREC/USARC 601-72

Date: _____ Trainer: _____

6. Centers of Influence and Very Important Person Program and networking: USAREC Reg 1-18

Date: _____ Trainer: _____

7. USAR enlistment and incentives: AR 135-7

Date: _____ Trainer: _____

8. Unit relations and referrals: USAREC/FORSCOM Reg 601-67

Date: _____ Trainer: _____

Phase I (Prospecting)

1. Direct and evaluate prospecting techniques:

USAREC Reg 350-7

Date: _____

Trainer: _____

2. Direct and evaluate telephone prospecting:

USAREC Reg 350-7

Date: _____

Trainer: _____

3. Direct and evaluate face-to-face prospecting:

USAREC Reg 350-7

Date: _____

Trainer: _____

4. Direct, plan, and evaluate high school prospecting:

USAREC Manual 100-5 and USAREC Reg 350-7

Date: _____

Trainer: _____

5. Direct college prospecting:

USAREC Reg 350-7

Date: _____

Trainer: _____

6. Lead Evaluation and Distribution System prospecting:

USAREC Reg 350-7

Date: _____

Trainer: _____

7. Direct and evaluate referral prospecting:

USAREC Reg 350-7 and USAREC Reg 601-95

Date: _____

Trainer: _____

8.

Date: _____

Trainer: _____

Phase I (Production)

1. Conduct performance review (company leadership team and RS commander):

USAREC Reg 350-7

Date: _____

Trainer: _____

2. Review and evaluate recruiter planning guide:

USAREC Reg 350-7

Date: _____

Trainer: _____

3. Direct and enforce followup:

USAREC Reg 350-7

Date: _____

Trainer: _____

4. Validate sales skills; Joint Optical Information Network and Sales Book:

USAREC Reg 350-7

Date: _____

Trainer: _____

5. Processing:

USAREC Reg 350-7

Date: _____

Trainer: _____

6. Troubleshoot Recruiter Production Management System:

USAREC Reg 350-7

Date: _____

Trainer: _____

7.

Date: _____

Trainer: _____

8.

Date: _____

Trainer: _____

Phase I (RS Administration)

1. Prospect data records filing and disposition:

USAREC Reg 350-7

Date: _____

Trainer: _____

2. Lead refinement list:

USAREC Reg 350-7

Date: _____

Trainer: _____

3. Operations and analysis board:

USAREC Reg 350-7

Date: _____

Trainer: _____

4. Quality control of packets:

AR 601-210

Date: _____

Trainer: _____

5. School folders (review and evaluate):

USAREC Reg 350-7

Date: _____

Trainer: _____

6. Determine school priorities and establish Delayed Entry Program and Delayed Training Program goals:

USAREC Reg 350-7

Date: _____

Trainer: _____

7. RS commander Army Recruiting and Accession Data System procedures and CC:Mail:

USAREC Pam 350-4 and USAREC Reg 25-11

Date: _____

Trainer: _____

8. Analyze and troubleshoot RS processing list (USAREC Fm 533 series):

USAREC Reg 350-7

Date: _____

Trainer: _____

Phase I (Reports and Records)

1. Vehicle Utilization Report (USAREC Fm 584):

USAREC Reg 56-1

Date: _____ Trainer: _____

2. Mission Box Plan (USAREC Fm 635 series):

USAREC Reg 350-7

Date: _____ Trainer: _____

3. School Data Sheet (USAREC Fm 636):

USAREC Reg 350-7

Date: _____ Trainer: _____

4. Lead Source Analysis (USAREC Fm 762):

USAREC Reg 350-7

Date: _____ Trainer: _____

5. DEP/DTP Tracking Log (USAREC Fm 611):

USAREC Reg 350-7

Date: _____ Trainer: _____

6. RS Assets Form (USAREC Fm 816):

USAREC Reg 350-7

Date: _____ Trainer: _____

7.

Date: _____ Trainer: _____

8.

Date: _____ Trainer: _____

Phase I (Reports and Records)

1. Vehicle Utilization Report (USAREC Fm 584): USAREC Reg 56-1

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6. RS Assets Form (USAREC Fm 816): USAREC Reg 350-7

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USAREC Reg 350-7

Date: _____

Trainer: _____

3. School Data Sheet (USAREC Fm 636):

USAREC Reg 350-7

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Trainer: _____

4. Lead Source Analysis (USAREC Fm 762):

USAREC Reg 350-7

Date: _____

Trainer: _____

5. DEP/DTP Tracking Log (USAREC Fm 611):

USAREC Reg 350-7

Date: _____

Trainer: _____

6. RS Assets Form (USAREC Fm 816):

USAREC Reg 350-7

Date: _____

Trainer: _____

7.

Date: _____

Trainer: _____

8.

Date: _____

Trainer: _____

Phase I (Reports and Records)

1. Vehicle Utilization Report (USAREC Fm 584):

USAREC Reg 56-1

Date: _____

Trainer: _____

2. Mission Box Plan (USAREC Fm 635 series):

USAREC Reg 350-7

Date: _____

Trainer: _____

3. School Data Sheet (USAREC Fm 636):

USAREC Reg 350-7

Date: _____

Trainer: _____

4. Lead Source Analysis (USAREC Fm 762):

USAREC Reg 350-7

Date: _____

Trainer: _____

5. DEP/DTP Tracking Log (USAREC Fm 611):

USAREC Reg 350-7

Date: _____

Trainer: _____

6. RS Assets Form (USAREC Fm 816):

USAREC Reg 350-7

Date: _____

Trainer: _____

7.

Date: _____

Trainer: _____

8.

Date: _____

Trainer: _____

Phase II (1SG)

1. NCO-ER counseling:

AR 635-205

Date: _____

Trainer: _____

2. Leadership as an RS commander:

USAREC Reg 350-7

Date: _____

Trainer: _____

3. Training subordinates:

USAREC Reg 350-7

Date: _____

Trainer: _____

4. Awards Program:

USAREC Reg 672-10

Date: _____

Trainer: _____

5. RS inspections:

USAREC Reg 350-9

Date: _____

Trainer: _____

6. RS briefings:

USAREC Reg 350-7

Date: _____

Trainer: _____

7. RS afteraction reviews:

1SG

Date: _____

Trainer: _____

8. Mentorship Program:

1SG

Date: _____

Trainer: _____

9. Sponsorship Program:

1SG

Date: _____

Trainer: _____

Phase III (SGM)

1. Waivers processing:

Date: _____

Trainer: _____

2. Rctg Bn Awards Program:

Date: _____

Trainer: _____

3. Rctg Bn Training Program:

Date: _____

Trainer: _____

4. Operations:

Date: _____

Trainer: _____

5. Guidance counselor operations:

Date: _____

Trainer: _____

6. Enlisted personnel management:

Date: _____

Trainer: _____

7. Advertising and public affairs:

Date: _____

Trainer: _____

8. Rctg Bn supply operations:

Date: _____

Trainer: _____

Statement of Understanding

I understand that if I am approved and awarded MOS 79R, that I am subject to assignment within this command. However, exceptional consideration will be given to the area(s) of my preference. Areas of consideration will follow the order of:

- a. Assignment within the Recruiting Battalion.
- b. Assignment within the Recruiting Brigade.
- c. Assignment within the needs of this command.

Printed Name: _____

Signature: _____

Date: _____

Glossary

Section I Abbreviations

MOS

military occupational specialty

MT

master trainer

NCO

noncommissioned officer

NCO-ER

noncommissioned officer evaluation report

RCP

Recruiter Conversion Program

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RS

recruiting station

SGM

sergeant major

ST

senior trainer

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

1SG

first sergeant

Section II

Terms

conversion

Changing from primary military occupational specialty to 79R MOS.

immediate RS commander

RS commander within same RS as recruiter being trained under RCP.

immediate trainer

RS commander assigned by 1SG as primarily responsible for the initial 5-month training of the recruiter requesting conversion.

mentor

A knowledgeable and trusted recruiter who has accepted the responsibility of the education and development of another recruiter.